Community Access Pilot Program (CAPP) Application for FY 14

July 1, 2013 - June 30, 2014

Application Guidance:	
	• Dates will **not** be guaranteed until funding has been granted. Approval for an award does not guarantee space on a particular date, time or room. All dates approved must occur during July 1, 2013 – June 30, 2014. Applicants will be contacted by County staff, with award decisions.
	• Allow a **minimum of 45 days** for processing applications.
	• Provide all information listed below with application. Incomplete applications will not be processed. Additional information may be required. Application must be submitted by a member of the group receiving the award authorized to make financial commitments on behalf of the group.
	• Award is non-transferrable and may not be extended to include another group.
	• Based on availability, applicant will then schedule a date and time for a requested event with CUPF staff. CUPF will issue a permit for the space/event once full payment (CAPP applicants share) is received.
	• Community Use of Public Facilities (CUPF) provides logistical support in scheduling and using space only. Applicants are required to provide for event management, equipment or other services not customarily available. For information on the building, rooms available for community use and amenities, visit montgomerycountymd.gov/cupf. Additional rooms/equipment may not be requested on the day of the event unless approved by CUPF.
	• Approved applicants will sign a Facility Use License Agreement (FULA) and comply with all applicable building use guidelines and policies.
	• Group is financially responsible for any additional costs incurred after the award is made. Regular cancelation and adjustments fees apply.

Organization Information

Organization/Legal Name:	
Address of Organization*: *physical address required with PO Boxes	
Representative Name:	
Phone (Work):	
Phone (Cell):	
E-mail Address:	
Organization Website:	

Facility Request

Preferred Day of the Week:			
Time:	Start Time:	End Time:	Staff Notes:
Preferred dates:			
Alternate dates:			

Preferred room(s) and/or area(s):	Great Hall (Full) ❑	Great Hall (Half – South Side) ❑	Great Hall (Half – North Side) ❑
	Ellsworth Room (Full) ❑	Ellsworth Room (Half – East Side) ❑	Ellsworth Room (Half – West Side) ❑
	Colesville Room ❑	Fenton Room ❑	Spring Room ❑
	Courtyard (inside Civic Building) ❑	Warming Kitchen ❑	Atrium (inside Civic Building) ❑
	Veterans Plaza (Full) ❑	Veterans Plaza (Half) ❑	
Equipment Needs:	Riser ❑	Great Hall Podium ❑	Great Hall Projector ❑
Anticipated attendance:	Youth (under 18 years):	Adults (18 years and older):	

Check

Is this event a:	❑ Fundraiser	❑ Celebration/Ceremony
	❑ Meeting/Conference	❑ Class/Instructional
	❑ Performance/Dance	❑ Show or Exhibit
	❑ Other	
Will monies be accepted on site?	❑ Yes ❑ No	If "Yes" please check box below.
	❑ Donation	❑ Ticket sales
	❑ Registration fee	❑ Other sales, etc.
Will food be served?	❑ Yes ❑ No	If "Yes" please check box below.
	❑ Self-prepared	❑ Catered
Will alcohol be served?	❑ Yes* ❑ No	*Alcohol permit must be signed by Operations Manager.

1. Attach a description of the following:	
❑	• Information about the purpose and or mission of your organization/community group, as well as purpose of the proposed program/activity.
❑	• How your planned activity/program contributes to the County's mission and key County outcomes. *Link for County mission statement: http://www.montgomerycountymd.gov/government/missionStatement.html*
❑	• How your program benefits the residents of Montgomery County and/or program participants.
❑	• How meeting in the SSCBVP helps you accomplish your goals.
❑	• Financial need. How is your organization or group funded? Indicate if your organization is already receiving funding or financial assistance from another County source such as a County grant or through a County agency.
❑	• Fundraising Events: Specific information on how the funds raised (e.g. cost of tickets, etc.) will be used, and which groups will benefit from these additional resources.

2. Certificate or other documentation as to not-for-profit status (as applies):	
	❑ Yes ❑ No

3. Any additional description of your program not covered above to include:	
	• Any preferences on set up/use of space. Ex. number and arrangement of tables, chairs and equipment.
	• Use of kitchen and loading dock access
	• Inclusion of amplified or live music/sounds
	• Pre-activity building access needed to set up for event after tables/chairs have been set up by CUPF
	• Any planned special lighting, sound effects, props or equipment
	• How attendance size will be managed (ex. crowd control for open to the public plaza events)

4. Letter(s) of support from a County department (as applies):	
	❑ Yes ❑ No

Applicant Name (Please Print):	
Signature:	
Date:	

Community Access Pilot Program Contact:

Silver Spring Civic Building at Veterans Plaza
One Veterans Place, Silver Spring, MD 20910
Phone: 240-777-5350   Fax: 240-777-5309

silverspringcivicbuilding@montgomerycountymd.gov